

Steps for Creating a News Story

1. Navigate to Unit where news story should be created
 - a. Click Units
 - b. Select Unit where news story will be created
 - c. Click the Unit from the list
2. Create Page for News Story
 - a. Click Site Actions
 - b. Click Create Page
 - c. Enter Page Title
 - d. Select Template – News Story with Photos or News Story without Photos
 - e. Click Create
3. Enter Metadata
 - a. Headline
 - b. Story Date
 - c. Byline
 - d. Unit
 - e. Dateline
4. Enter Story in Page Content
5. Upload Image(s) (if story has images and you have not previously uploaded them)
 - a. Click “Click here to upload a new image”
 - b. Click Browse to select file
 - c. Select image to upload
 - d. Click Open to upload
 - e. Click OK
 - f. Enter image information (fields with red asterisk are required)
 - g. Click Check In
 - h. After all images have been uploaded, Change View to My Submissions
 - i. Click drop down next to image name
 - j. Click Publish a Major Version (repeat this for each image uploaded)
 - k. Enter Comments
 - l. Click OK
 - m. Close image view once all images have been published for approval
6. Add Image to Story (if necessary)- limit 15 images
 - a. Click “Click to add a new picture”
 - b. Click Browse to select image
 - c. Click Current Site: Images
 - d. Click My Submissions, next to Thumbnails in menu
 - e. Click Image to add to story
 - f. Click OK
 - g. Click OK
 - h. Image is now attached. Repeat steps 5b-h for each image to attach
7. Add Hyperlink to Story (if necessary)

Right column has places for 10 hyperlinks, scroll down to view

 - a. Click “Click to add a new hyperlink”
 - b. Enter URL for document or other item you wish to link to
 - c. Check to have Link Open in a new Window when clicked
 - d. Enter text to display
 - e. Enter text to display when hovering over item
 - f. Click OK
8. Enter Categories and Tags for Search

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- a. Click Categories and Tags Tab
 - b. Check Categories under Content Category
 - c. Enter Content Categories you checked again in text box separated by comma (this is a Microsoft technical issue that is being worked which causes you to enter this in two places)
 - d. Enter tags separated by a comma which are used in search to help find this story when search is used
9. Story Promotion is used by the Approve to determine position of story on the home page
10. Enter Publishing Dates for news story
 - a. Click Publishing Dates Tab
 - b. Enter Start and End Dates
11. Check In News Story
 - a. Click Check In to Share Draft Button or Page > Check In
12. Submit for Approval
 - a. Click Submit for Approval Button or Workflow> Submit for Approval
 - b. Enter Message to include with approval request
 - c. Enter Due Date
 - d. Enter Other People to Notify
 - e. Click Start

NOTES:

- Site Actions vary depending on your permissions. If you do not see Create Page then you do not have adequate permissions.
- If creating a News Story without images, you will not have an Image Upload tab or the column on the right to add Photos.
- Recommend that you upload each image individually so you can input required information and check in each image rather than uploading multiple files at one time. You will still have to go back and enter required information for each image and then check in.
- Images must be published and approved before the public can view them.
- My Submissions view will display all images created and/or last modified by you in descending date order.
- Click Show/Hide Meta Data if options do not display.
- Story Promotion determines where the story will display throughout the site. What you see on the screen will vary with your permission level.